Election Day Tools for Poll Workers

Info Session
In Today’s Session We Will:

- Review Election Day and key poll worker tasks
- Share tools to help you understand your tasks and guide you in your polling place
- Highlight situations and special procedures you may encounter
Outline of Election Day

6:15am  POLL WORKERS ARRIVE
6:30am  Doors Unlocked
6:30am-7:00am  SET UP POLLS
7:00am  Polls Open
7:00am-8:00pm  VOTING
8:00pm  Polls Close
8:00pm-??  TAKE DOWN POLLS

REMEMBER
Every poll worker should arrive at the polling place wearing a mask or face covering, or put one on immediately upon arrival.
**First Task:** Set Up Polling Place

Your space will have the following materials...

- The Judge’s Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Masks, gloves and other PPE
- Supplies for physical distancing

For setup, you need to...

- Take the Oath of Office
- Unpack supplies and post signage from Judge’s Box
- Distribute responsibilities and assign stations
- Set up voting machines
- Alphabetize tabs in poll books and paper slip box
- Establish physical distancing lines and areas (6 ft apart)
- Sanitize machines and surfaces
The Judge’s Box

Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a lot of items in the Judge’s Box and a limited amount of time to distribute materials and set up the polling place.

Which brings us to our first tool!
Tool: Anatomy of a Judge’s Box

A 12-page VISUAL GUIDE to the 30+ materials located in the Judge’s Box

Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like
**Tool: Anatomy of a Judge’s Box**

**Oath of Office**

The first thing everyone must do is take the Oath of Office.

However this piece of paper may not be on top--you may have to look for it. With this guide, you know what you’re looking for.
**Tool: Anatomy of a Judge’s Box**

**Supplies and Signage**
There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

**Sign Types**
- general voting info signs
- voter rights signs
- language and ADA assistance

It’s helpful to have a few folks work on posting signage immediately.
Tool: Anatomy of a Judge’s Box

Exception - ADA signs

Not every location has a separate ADA-accessible entrance, so not every polling place will get an ADA Entrance Sign.
Tool: Anatomy of a Judge’s Box

Takeaways

- Know what’s in the Judge’s Box so you know what you need from the box.
- Ultimately, the Judge is responsible for the box, but it’s helpful if all poll workers know what’s in it.
- This is a great check on your knowledge. If you don’t know what each item is used for and how to use it, that’s a sign to review that material.
Polling Place Stations

The layout of each polling place will differ depending upon the size and dimensions of the space and the number of voters it is designed to handle.

There are common roles and tasks in each polling place and specific areas where these are completed.

It’s helpful for poll workers to be able to review the supplies, roles, and procedures at the different stations and to quickly access relevant information to make decisions on Election Day.

WHICH BRINGS US TO OUR NEXT TOOLS!
Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations
Simplified Process Flow

STATION 1: Check In

STATION 2: Clerk

STATION 3: Machine Inspector

STATION 4: Judge
Active Voters: Check In → Voting Machines

- STATION 1: Check In
- STATION 2: Clerk
- STATION 3: Machine Inspector
- STATION 4: Judge
Other Voters: Check In → Provisional

- Station 1: Check In
- Station 2: Clerk
- Station 3: Machine Inspector
- Station 4: Judge
Let’s Start with Station 1: Check In
Station May Be Divided Alphabetically

Check In

STATION 1 (A-L)

STATION 1 (M-Z)

Check In

STATION 3

Machine Inspector

STATION 4

Judge

STATION 2

Clerk
**Tool: Station Card**

A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

**Tasks include:**
- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place
Anatomy of a Judge’s Box: About Voter Paper Slips

Voter Slips Box

- Before voting begins, tabs should be inserted to alphabetize.
- One poll worker (usually Judge, Minority or Majority) finds slip, writes voter number and gives to poll worker manning the poll book.
- If a slip is missing but voter is in the poll book, a slip may be drawn up on paper.
- Clerk uses slip to enter voter’s info into No. 2 & No. 4 books.
- Slips with numbers are set aside. Band them together and put into the front of box at the end of the night.
Tool: Voter Count Sheet

This tool helps keep track of voter count.

The front has numbers 1-600

The back has numbers 601-1200

Smaller polling places will just use the front.
Tool: Voting Procedure Flow

This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting OR If they must vote provisionally OR Directed to their correct polling place
Tool: Station Cards

This guide gives you more details on **special procedures** for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required
**Tool:** Polling Place and Registration Lookup

This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.

A copy should be at Station 1 and outside a polling place where voters line up.

This will also be available in Spanish.
If the voter’s signature box says “ID Required”: the person is voting in the Division for the first time and they must provide identification.

Use this guide to determine acceptable forms of ID, both photo and non-photo options.
Paper Slips Move to Station 2

- **Station 1**: Check In
- **Station 2**: Clerk
- **Station 3**: Machine Inspector
- **Station 4**: Judge
Tool: Station Cards

The Poll Workers from Station 1 (Check In) will hand the voter’s Paper Slip to the Clerk at Station 2.

The Clerk at Station 2 uses the Paper Slip to record voter name in the Yellow “2 and 4 Books”.

Other tasks include documenting Absentee and Mail-in Ballots.
Anatomy of a Judge’s Box: Yellow No. 2 & No. 4 Books

List of Voters Yellow Book (No. 2 & No. 4)

For machine cast ballots, record voter’s name, party affiliation and Admission Number (Order of Voting) in BOTH books.

For Provisional ballots, write the voters name and ‘PROV’ instead of a number in the back of BOTH books.

Add absentee (AB) and mail-in (MI) voter names to the back of both books at the end of the day.

The information in these books should be identical.

At close, place #2 book in the #2 envelope and the #4 book in the #4 envelope.
Active Voters Move to Voting Machines

- STATION 1: Check In
- STATION 2: Clerk (Paper Slips)
- STATION 3: Machine Inspector
- STATION 4: Judge
Tool: Station Card

The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine
The judge is involved in many parts of the voting process. It’s normal to need to consult the judge many times throughout the day.

If You Aren’t the Judge...
- You may need a judge’s signature
- You may need a judge’s help
- You may need something from the judge’s box

If You Are the Judge
- Can be hard to remember all your responsibilities and supplies
Scenarios and Special Procedures

A few special situations to review before Election Day

Provisional Ballots
Spoiling Ballots
(Mail-in, Absentee, Machine)
Affirmation Required
Assistance Required
## Spoiling a Mail In/Absentee Ballot

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voters who applied and received mail-in or absentee ballots may vote on the machine if:</td>
<td></td>
</tr>
<tr>
<td>- They give their their ballot and return envelope to the judge of elections</td>
<td></td>
</tr>
<tr>
<td>- Signs a statement requesting that the ballot be spoiled</td>
<td></td>
</tr>
<tr>
<td>- The ballot can be ‘clean’ or filled in.</td>
<td></td>
</tr>
</tbody>
</table>

If they do not bring in the ballot and/or envelope, they are allowed to vote provisionally.

### Required Statement:

'I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot, and that instead I remitted my absentee or mail-in ballot to the the judge of elections at my polling place to be spoiled and therefore request that my absentee or mail-in ballot be voided'
Provisional Voters Go To Judge’s Station

1. Check In
2. Clerk
3. Machine Inspector
4. Judge
Remember the Voting Procedure Flow Tool
Administering a Provisional Ballot

During a normal election, administering a provisional ballot is fairly rare. But given the increased circulation of mail-in ballots, it will be more common this election.

Steps for Administering a Provisional

- There are many and it requires more than just you

Situations where a Provisional Ballot is needed include:

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void
**Tool: Provisional Ballot Procedure Card**

Documents all the **supplies and steps needed to administer a provisional ballot.**

Includes a phone number to call in case you have questions.
Thank You!